

## Vacancy Announcement

**DATE:** August 19, 2019  
**TO:** All Qualified Applicants  
**FROM:** Human Resources  
**RE:** Director of Finance  
**LOCATION:** Anchorage, Alaska  
**CLOSING DATE:** Open Until Filled

This announcement is for a Director of Finance for RavnAir Group. This position reports to the Chief Financial Officer (CFO) and is responsible for establishing and maintaining financial policies, procedures, controls, and reporting systems and developing and leading a high performance accounting and financial reporting team. The successful candidate will have demonstrated success in accounting and financial controls, strong leadership skills, and ideally, experience in aviation or related industries.

This is an exempt, full time, benefits-eligible position. Position typically works Monday through Friday in Anchorage, however overtime may be required as dictated by business needs.

### **Minimum Qualifications**

- Advanced degree in Accounting or related field;
- Certified Public Accountant (CPA) license is highly desired;
- Proven work experience as a Controller, Director of Finance, Director of Accounting, Director of Financial Reporting or Director of Financial Planning and Analysis, ideally in the aviation industry;
- A minimum of ten years of overall combined accounting and finance experience;
- Thorough knowledge of accounting principles and procedures;
- Experience with creating financial statements, and working with general ledger functions as well as the month/quarter/year-end close process;
- Proficiency with accounting software;
- Requires exceptional communication, administration, and leadership skills;
- Requires a high attention to detail and accuracy at all times;
- Must have a professional appearance and demeanor;
- Requires a strong safety awareness and compliance with company safety policies;
- Able to pass a comprehensive background check;

- Comfortable working in an office setting which may expose individuals to odors and sounds typically associated with operating aircraft.

### **Duties & Responsibilities**

- Responsible for guiding financial decisions by establishing, monitoring, and enforcing policies and procedures;
- Protects assets by establishing, monitoring, and enforcing internal controls;
- Monitors and confirms financial condition by conducting audits and providing information to external auditors;
- Achieves budget objectives by scheduling expenditures, analyzing variances, initiating corrective actions,
- Provides status of financial condition by collecting, interpreting, and reporting financial data;
- Prepares special reports by collecting, analyzing, and summarizing information and trends;
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions;
- Completes operational requirements by scheduling and assigning employees; following up on work results;
- Hires, trains and mentors financial staff by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results;
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
- Protects operations by keeping financial information and plans confidential;
- Contributes to team effort by accomplishing related results as needed;
- Responsible for promoting identification and reporting of safety hazards in the work environment or when confronted with an unsafe situation. Promotes a positive Safety Culture with co-workers and supports the organization in compliance with Safety Management System (SMS);
- Other duties as assigned and within the scope of this position.

**ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A CURRENT RESUME AND COMPLETED EMPLOYMENT APPLICATION TO RAVNAIR GROUP VIA EMAIL, FAX, OR BY MAIL:**

**Email: [jobs@ravnairgroup.com](mailto:jobs@ravnairgroup.com)**

**Fax: (800) 616-5081**

**Mail: RavnAir Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK**

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